

**EMCDDA Personal Data Protection Record on
EMCDDA HUMAN RESOURCES DATABASE (HR DATABASE)**

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	24-5-2019
2.	Reference number:	DPO-032
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	n.a.
6.	Name and contact details of processor (where applicable)	n.a.
7.	Purpose of the processing	The purpose of the processing is exclusively, within personnel administration, to electronically store a summary of the information already contained in the personal file of the EMCDDA staff in order to better administer staff rights and ensures that individuals are granted their rights and entitlements according to the criteria objectively set in the Staff regulations, reducing margin of error. Furthermore, the tool facilitates the production of reports and statistics requested to the EMCDDA by its supervisory instances (i.e. IAS, ECA, EC).
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	The categories of personal data dealt with during any call for this EMCDDA record are the following: <ul style="list-style-type: none"> • Identification details: family name, name, personnel number, function group, grade. • Information provided by the applicant: N/A • Other personal data: N/A The categories of personal data dealt with are the following: <p>Main fields: Name, surname, personnel no.(plus NUP), gender, nationality, DOB (age), place of recruitment, place of origin, contract (CA, TA, Official) / 1st, 2nd, 3rd renewals, function group, current grade/step, start date (years in the EMCDDA), end of probation, end of contract, unit, job title (link to job description), active/departed, date of departure,</p>

		<p>reason of departure (end of contract, resignation, retirement, invalidity, death, dismissal, etc.).</p> <p>Other fields: Career: Grade at recruitment/step, contract (with renewals and promotion decisions), past promotions, past and future step increases, changes of functions/jobs, leaves (i.e.: CCP);</p> <p>Contact details: Address (street, no., postal code, city), phone no., mobile no., next of kin contact details. Salary and allowances: Expatriation allowance, household allowance, child allowance (no. of children, name of children, DOB, etc.), education allowance, transfer of part of salary, annual trip. Protocol: Diplomatic status, protocol card no., date of issue, date of expiry, registration no. first car, type of fuel, date import, registration no. second car, type of fuel, date import, Galp card first car - valid until, Galp card second car - valid until.</p> <p>The processing/storage of data is lawful and necessary for the administration of staff and correct functioning of the EMCDDA. The lawfulness of processing is based on Article 5a and in whereas no. 27 of Regulation 45/2001. The present notification is not subject to prior-checking under Article 27 of Regulation (EC) 45/2001 since it does not represent any particular risk and does not involve any assessment of staff capacities, health conditions, etc..</p>
9.	Time limit for keeping the data	<p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <ul style="list-style-type: none"> • Data will be stored in the EMCDDA files for ten years, starting from the time when the staff member concerned leaves the EMCDDA services or from the last pension payment . • After the mentioned period only data related to a macroscopic vision of the appraisal exercises of staff will be kept for statistical reasons and will be kept anonymous
10.	Recipients of the data	<p>The recipients of the data are: Each staff member to his/her data, the human resources designated staff members, the controller and the Director in the capacity of last responsible for staff matters within the EMCDDA. Certain information or reports may be provided with to the EMCDDA supervisory instances (ECA; IAS; OLAF, Civil service tribunal, ECJ; etc.). Non-personalised reports may be presented to third parties (namely Member States) including statistical information about n° of nationalities, percentage of staff in operational, administrative and mixed units, percentage of staff of different nationalities, and various other general reports.</p>
11.	Are there any transfers of personal data to third	NO

	countries or international organisations? If so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	<p>The data collected is stored in an electronic database on designated EMCDDA equipment. YES</p> <p>The data collected can only be accessed by each staff member to his/her own data. Designated EMCDDA staff working for the Human Resources Management Sector (HRMS) are the only ones having access to the data. Access is granted via the EMCDDA Intranet and it is password protected.</p> <p>The data is stored electronically in a special server for internal use only to the EMCDDA where no third parties may have access whatsoever. Furthermore, no remote access can be granted outside the EMCDDA premises.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	http://home.emcdda.europa.eu/html.cfm/index111827EN.html